



New Procedures for Selecting Faculty and Other Recommenders (Revised 5/16/06)

The Online System for Clerkship Application and Review (OSCAR) implemented a new change to the system in Version 2.0 that revised the entire process on how applicants select their recommenders. The purpose of this change was (1) to eliminate errors in recommenders names and creation of multiple accounts for the same recommender and (2) to streamline the process and allow applicants to identify their recommenders prior to submitting applications—similar to uploading application documents under My Documents.

Master Recommender Directory:

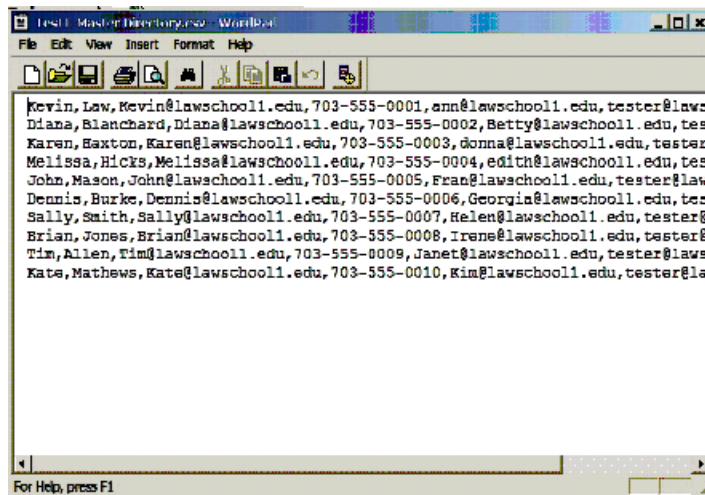
OSCAR Version 2.0 allows applicants to identify their faculty recommenders from a Master Recommender Directory already uploaded by the law school administrator. Adjunct faculty recommenders are shared by all law schools who have them on their Master Recommender Directories. *(Please note: Law school administrators will be granted access to OSCAR Version 2.0 before the applicants have access in order to upload their master recommender directories.)* After the initial Master Recommender Directory is uploaded to the system, the law school administrator can upload a revised directory at anytime.

Once the directory is uploaded, applicants can easily select their faculty recommenders by going to My Recommendations, My Recommenders tabs, clicking on the drop-down picklist under Choose Existing Recommender and selecting the name of their recommender, and clicking on the button titled “Add to My Recommenders.” Other Recommenders are entered by the applicant under “Create New Recommender” by typing the recommender’s name, email address, phone number, and cc: email address in the appropriate fields. OSCAR Version 2.0 incorporated a new field titled “Verify Email” for applicants to verify the typed email address of their other recommenders. For each law school, Other Recommenders that are identified by their applicants ARE NOT listed in the Master Recommender Directory. Under My Recommenders, OSCAR displays a list of the applicant’s current recommenders—both faculty and other recommenders. Applicants also have the ability to delete any of their selected recommenders from this list.

How Do I Upload a Master Recommender Directory?

Each law school must upload a file that contains the following information: recommender's first name, recommender's last name, email address, phone number, faculty assistant email address, and cc: email address. Note: The faculty assistant email address is not required. OSCAR will accept the data columns in any order. **You can upload your file as an Excel Spreadsheet, Comma Separated Value (CSV) file, or a formatted text file. When uploading a formatted text file, you need to designate the type of delimiter used in the file. OSCAR will accept comma, tab, or pipe (|).** Your IT Department may have this data already available in one of these formats. Examples of these three delimiters follow:

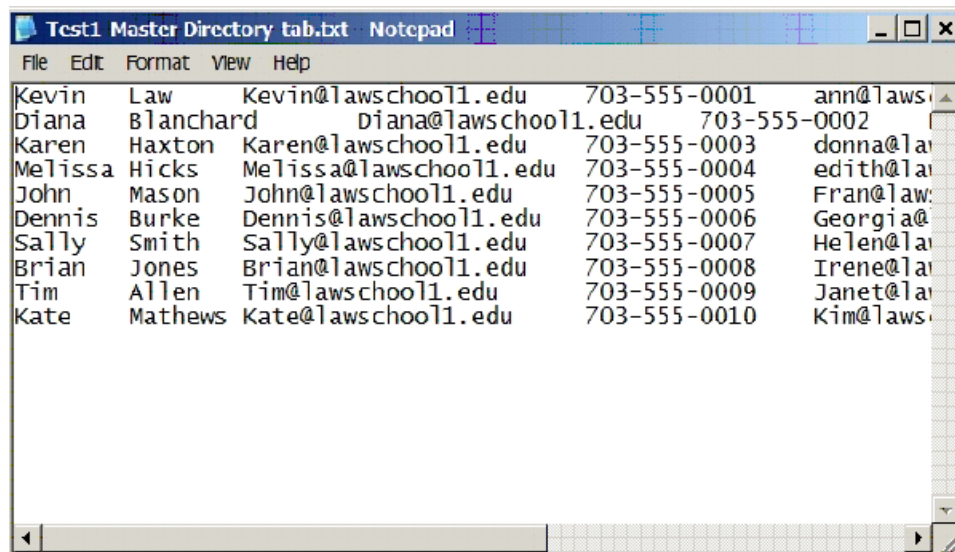
Comma Delimiter Sample:



The screenshot shows a Microsoft Word document titled "Test1 Master Directory.doc". The document contains a list of law school recommenders, with each line representing a recommender's information separated by commas. The information includes the recommender's first and last name, their email address, their phone number, and a faculty assistant email address. The list is as follows:

Recommender Name	Email Address	Phone Number	Faculty Assistant Email Address
Kevin, Law	Kevin@lawschool1.edu	703-555-0001	ann@lawschool1.edu
Diana, Blanchard	Diana@lawschool1.edu	703-555-0002	Betty@lawschool1.edu
Karen, Haxton	Karen@lawschool1.edu	703-555-0003	donna@lawschool1.edu
Melissa, Hicks	Melissa@lawschool1.edu	703-555-0004	edith@lawschool1.edu
John, Mason	John@lawschool1.edu	703-555-0005	Fran@lawschool1.edu
Dennis, Burke	Dennis@lawschool1.edu	703-555-0006	Georgia@lawschool1.edu
Sally, Smith	Sally@lawschool1.edu	703-555-0007	Helen@lawschool1.edu
Brian, Jones	Brian@lawschool1.edu	703-555-0008	Irene@lawschool1.edu
Tim, Allen	Tim@lawschool1.edu	703-555-0009	Janet@lawschool1.edu
Kate, Mathews	Kate@lawschool1.edu	703-555-0010	Kim@lawschool1.edu

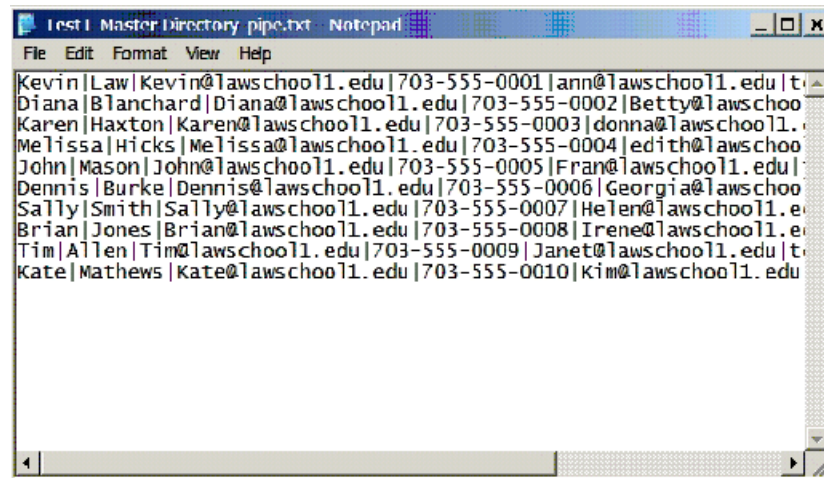
Tab Delimiter Sample:



The screenshot shows a Notepad document titled "Test1 Master Directory tab.txt". The document contains a list of law school recommenders, with each line representing a recommender's information separated by tabs. The information includes the recommender's first and last name, their email address, their phone number, and a faculty assistant email address. The list is as follows:

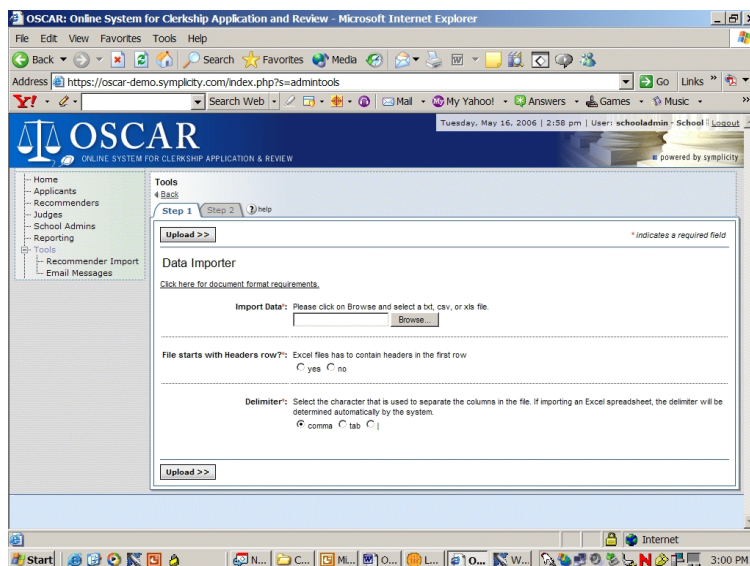
Recommender Name	Email Address	Phone Number	Faculty Assistant Email Address
Kevin Law	Kevin@lawschool1.edu	703-555-0001	ann@lawschool1.edu
Diana Blanchard	Diana@lawschool1.edu	703-555-0002	Betty@lawschool1.edu
Karen Haxton	Karen@lawschool1.edu	703-555-0003	donna@lawschool1.edu
Melissa Hicks	Melissa@lawschool1.edu	703-555-0004	edith@lawschool1.edu
John Mason	John@lawschool1.edu	703-555-0005	Fran@lawschool1.edu
Dennis Burke	Dennis@lawschool1.edu	703-555-0006	Georgia@lawschool1.edu
Sally Smith	Sally@lawschool1.edu	703-555-0007	Helen@lawschool1.edu
Brian Jones	Brian@lawschool1.edu	703-555-0008	Irene@lawschool1.edu
Tim Allen	Tim@lawschool1.edu	703-555-0009	Janet@lawschool1.edu
Kate Mathews	Kate@lawschool1.edu	703-555-0010	Kim@lawschool1.edu

Pipe Delimiter Sample:



To upload the Master Recommender Directory for your law school, perform the following steps.

- Log into OSCAR as the law school administrator.
- Select Tools from the menu options located near the top left-corner of the screen.
- Select Recommender Import.
- From Step 1, click on Browse and select your file.



- Under “File Starts with Headers Row?”, click Yes if your file contains column headers or No if they do not have a header row.
- Under the Delimiter field, select either “Comma,” “Tab,” or “|”.
- Click on the Upload button.
- From Step 2, each data element from your file will be displayed on the left side under Import Data. Under Mapping Field, you must match your data field to the corresponding OSCAR fields. **Note: It is important that you correctly match your data with the Mapping Fields.**

OSCAR: Online System for Clerkship Application and Review - Microsoft Internet Explorer

Address: https://oscar-demo.symlicity.com/index.php?_tab=step2&

Tuesday, May 16, 2006 | 3:08 pm | User: schooladmin - School | Logout

powered by symlicity

Tools

Step 1 Step 2 help

Start Over

Saving a map with same name as a previous map replaces it: [] Save Mapping >> Select Saved Map >>

Headers	Import Data	Mapping Field
Data1 Kevin		First Name
Data2 Law		Last Name
Data3 Kevin@lawschool1.edu		Email Address
Data4 703-555-0001		Phone Number
Data5 ann@lawschool1.edu		Faculty Assistant Email

Import Row: 1 >>

Preview Import Current Import All! Reset Mapping

(NOTE: These new procedures (dated May 16, 2006) were modified after receiving feedback from several law schools at the 2006 NALP Education Conference. The requirement for mapping the universal cc: field and the identification of the recommender email address as the Key identifier were deleted.)

- Click the Preview button to ensure the data fields are properly mapped and that NO ERROR MESSAGES are displayed.

- Once you have verified that the data mapping is correct, click on the Import All button. A confirmation screen will display showing the total number of your faculty recommenders under Total Imported. The Matches Found indicates if any of your records were already uploaded. This may occur if you have previously uploaded your faculty list or if a school has already upload any of these recommenders (Adjunct Faculty).

